

PURCHASING NOTES

Issued by the Office of Purchasing, Travel & Fleet Management



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Fleet Manager Certification Program

The Bureau of Fleet Management will be implementing a Fleet Manager Certification Program to ensure that Agency Fleet Coordinators have the necessary knowledge to complete Fleet Management tasks in MAGIC.

The certification program will be offered beginning January of 2019. All agencies are required to have a Certified Fleet Manager in order to procure vehicles by July 1, 2019. Each agency requesting to purchase a vehicle from Fiscal Year 2020 and forward must have an employee with a Fleet Manager Certification as well as have complete and accurate data in MAGIC.

The Fleet Manager Certification Program will consist of a lecture, demo, review, and exam. The Fleet Manager will be required to attend the entire program and pass the exam in order to become a Certified Fleet Manager. Please see page 3 for more information.

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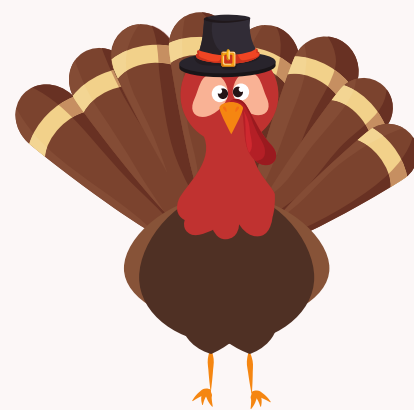
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Featured Contract: Laboratory Equipment & Supplies

Type: Negotiated Contract - Entities can negotiate the best price from the vendors on contract.

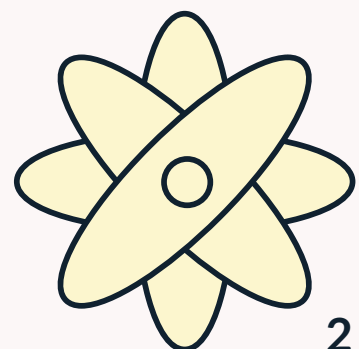
Dates of Contract: October 1, 2018 – September 30, 2019

In previous years, the Laboratory Equipment & Supplies contract items have been listed by NIGP codes and not explicitly itemized. This has led to some confusion concerning which commodities were considered covered under the contract. To mitigate this issue, each vendor has submitted a Price List specifying each item that is offered on contract. Price Lists are published alongside their contracts on the DFA website. Any items not listed on state contract must be purchased following normal purchasing procedures.

Vendors on Contract: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/j-k-l/laboratory-equipment-and-supplies/>

Contract Spend 2017: \$5,787,342.39

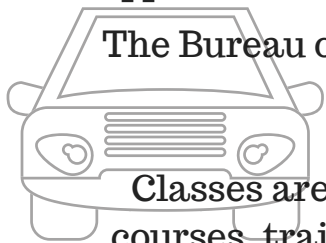
Contract Analyst: Erin Sandlin, Erin.Sandlin@dfa.ms.gov



Update from the Bureau of Fleet Management

The Bureau of Fleet Management has revised the Fleet Manual effective October 15, 2018. The revised version may be viewed on our website at <http://www.dfa.ms.gov/media/7413/fleet-manual-10-15-18.pdf>. Listed below is a summary of the major changes to the manual.

- 3.101 - Added language from 25-1-77 regarding the requirement for agencies to submit an acquisition/use/disposal plan each year.
- 3.101.02 - Added language from House Bill 938 regarding the requirement that all fleet data must be properly maintained in MAGIC before any purchase request can be approved.
- 3.101.03 - Added language from House Bill 938 regarding the requirement that all purchase requests must be in writing and must be certified by the agency head that the vehicle requested is the lowest cost option to carry out the intended use.
- 4.104 - Added language to help clarify IRS reporting for commuter assignments.
- 4.401 - Added new section regarding the Fleet Manager Certification Program.
- 7.101 - Changed the disposal requirements to 7 years and 150,000 miles.
- Appendix A - Added language to cover the requirement in 3.101.03.



The Bureau of Fleet Management will be offering a Certified Fleet Manager Program beginning in January, 2019.

Classes are scheduled for January 15, 17, 29, 31. After the initial training courses, training will be offered monthly on February 12, March 12, April 9, May 14, and June 11. Participants would attend an 8-hour, competency-based training program in which users responsible for vehicle management demonstrate that they have the knowledge and ability to enter vehicle data into MAGIC correctly. Registration is now open on the MMRs website.

As a reminder, The Bureau of Fleet Management shall require each agency to submit to the bureau a vehicle acquisition/use/disposal plan on an annual basis. From the plans received, the bureau shall evaluate the proposed plans and shall submit a recommendation to the Legislature prior to January 1 of each year.

New Procurement Card Program with Amazon Business

Amazon Business, via the new OPTFM contract, is now approved for all procurement card purchases. This new program simplifies your purchasing process and allows you to take advantage of Amazon's wide product selection and competitive prices for business purchases.

Shopping on Amazon Business is as user friendly as Amazon.com. Additional benefits include:

- Free 2-Day shipping on Prime-eligible items
- Automatic tax exempt purchasing on items sold by Amazon.com LLC and participating 3rd party sellers
 - Access to millions of additional products, available only to Business customers
 - Business-specific pricing, including quantity discounts on eligible items
- Access to a specialized Amazon Business Customer Service team at 888-281-3847

Email notices have been sent to all procurement card program and alternate program coordinators to be added to this account. If your entity currently has a Amazon Business account, that account will need to be de-registered and merged with the State's account. Please know that all purchase history and other pertinent information will remain with the account.

Entities will be able to add other approved cardholders to their account and program coordinators will have the ability to view all purchases made to the entity account.



OPTFM and Amazon will host a webinar informational and training session for this program on December 6, 2018 at 2:00 p.m. CST. The WebEx information is as follows:

Weblink: <https://chime.aws/6337602881> |

Call-in Information: +1 855-552-4463 PIN: 6337 60 2881



Please contact Symone Bounds at symone.bounds@dfa.ms.gov if you need more information about this contract, need help deregistering your account, or if you have any questions.

TIPPING WHILE TRAVELING

Tips are allowable and reimbursable expenses when traveling for the state. The following guidelines should be kept in mind while traveling in order to ensure that the state travel policy has been followed.

- 1) Meal tips should be included in the actual cost of the meal unless the inclusion of the tips causes the meals to exceed the Department of Finance and Administration's maximum daily meal reimbursement. If the daily meal limitations would be exceeded, then the tips can be separated and recorded as other expenses. All tips reported in this manner should be totaled for the day and not exceed 20% of the maximum daily meal reimbursement or the actual meal expense, whichever is less.
- 2) Hotel maid service tips may be reimbursed between \$3.00 - \$5.00 per night. The State generally does not reimburse for more than \$5.00 per night.
- 3) Valet parking tips may be reimbursed between \$2.00 - \$5.00. The State generally does not reimburse for more than \$5.00 per night.
- 4) The average tip for taxi services is between 15% - 20% of the total fare.
- 5) Shuttle tips may be reimbursed up to \$5.00 per ride and baggage handling may be reimbursed at \$1.00 - \$2.00/bag.
- 6) Tips that exceed \$10.00 must be justified and require a receipt to be attached to the Travel Voucher.



The Office of Purchasing, Travel and Fleet Management

NOVEMBER



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